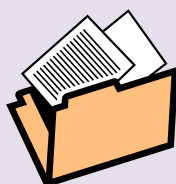


ADMINISTRATION OF THE EAL/D PROGRAM

EAL/D Student Data

EAL/D teachers

- Identify EAL/D students from ERN
- Allocate an EAL/D Phase 1,2,3
- Prioritise EAL/D teacher support equitably
- Maintain assessment information of EAL/D students throughout the year in order to inform teaching
- Maintain records of home language/s and other family background information of the EAL/D students e.g. citizenship, TVH, refugee, time spent overseas etc



EAL/D Annual Survey and NAP funding

Principals are responsible for the completion of EAL/D Annual Surveys and applying for additional supplementation to the EAL/D program. Each must be signed by the principal.

EAL/D teachers may assist:

- in the completion of the *EAL/D Annual Surveys* and should keep copies in order to inform their program in the following year
- in the completion of applications for New Arrivals Supplementation applications



TEACHING EAL/D STUDENTS

Plan for language learning

EAL/D teachers:

- identify the language needs of their students
- identify the language demands in KLA programs
- create resources that relate to the language and literacy of the KLA program and support the outcomes including activities which introduce, practise and consolidate language – i.e: *controlled, guided and independent*
- build on the experiences of the students by building in scaffolding
- determine appropriate modes of delivery
- collaborate with class teachers to establish a workable teaching program



Teach for language learning

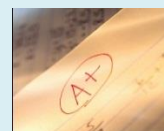
EAL/D teachers

- focus on language
- use concrete objects and pictures to create a meaningful language experience in order to introduce new language.
- organise group learning to stimulate interaction & facilitate discussion
- provide opportunities for EAL/D students to demonstrate their language ability
- scaffold language support at the point of need
- move through the T&L cycle of listening & talking, reading & writing and back again to listening & talking
- work collaboratively with classroom teachers
- maintain a program of teaching

Assessment & Reporting

EAL/D teachers

- identify levels of English language achievement according to *The ESL Scales* and the English K-6 Syllabus over time
- observe student participation in classroom activities
- use assessment tasks that have clear rubrics
- report EAL/D student achievement using *The ESL Scales*
- provide a separate EAL/D report for all EAL/D students withdrawal PH1
- provide EAL/D report comments for all students receiving EAL/D support
- inform class teachers of EAL/D student achievement
- use student achievement to inform future teaching



PROFESSIONAL LEARNING

Staff development

EAL/D teachers provide advice to staff on:

- Details of EAL/D students in the school
- Issues regarding EAL/D student welfare and educational need
- EAL/D teaching programs e.g. communicative activities
- EAL/D pedagogy e.g. BICS and CALP, Schema theory
- Modes of delivery (team-teaching, withdrawal etc)
- Assessment differentiation for EAL/D students
- Reporting on EAL/D achievement using *ESL Scales and the EAL/D Learning Progression*

Personal Development

EAL/D teachers

- should have the opportunity attend all training offered to mainstream staff in KLAs, assessment and ICT
- should attend EAL/DIN meetings held each term
- should attend EAL/D regional training
- may attend TESOL workshops held on Saturdays



SCHOOL COMMUNITY

Liaison

EAL/D teachers may liaise with

- Parents of EAL/D students upon enrolment and when reporting on EAL/D student achievement
- Teachers and executive staff regarding EAL/D student progress and changes to EAL/D program
- Clerical staff for data collection and survey completion

Multicultural Education

It is the responsibility for all NSW Schools to ensure inclusive teaching practices which recognise and value the backgrounds and cultures of all students and promote an open and tolerant attitude towards different cultures, religions and world views.

This is supported by the: **Cultural Diversity and Community Relations Policy: [Multicultural education in schools](#)**

